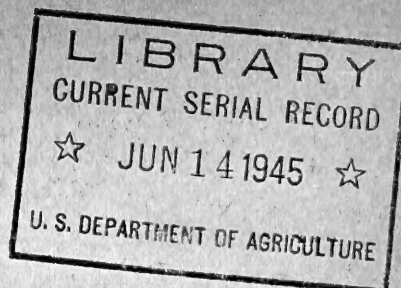


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MONTHLY REPORT OF SIGNIFICANT ACTIVITIES
of the
DIVISION OF EXTENSION INFORMATION
FOR MARCH 1945



Principal operations of the Division which concern public information about various phases of the extension program, material developed for extension field use, and some of the service and information activities for the States and counties.

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*This section does not include activities in these media which support specific programs.

I. ANTI-INFLATION

Completed

- (1) Cooperated with the Office of Information in seeking local stories about farmers who lost their land as a result of inflation.
- (2) Director's Weekly Letter, Mar. 3, re:
(a) OPA administrator stresses increasing danger of inflation.
- (3) Director's Weekly Letter, Mar. 17, re:
(a) Land value clinics and appraisal demonstrations.
- (4) Director's Weekly Letter, Mar. 24, re:
(a) Land appraisals program.

II. CENSUS OF AGRICULTURE

III. COTTON

Completed

- (1) Met with representatives of the Division of Subject Matter to discuss and perfect outline for cotton ginning charts, for use of specialists. The charts were prepared by the Art Unit.
- (2) Division representative attended conference of Extension cotton committee to outline 10-point educational program to improve cotton grades. Mr. Fulghum was designated to serve on a steering committee, whose purpose is to set up the points and procedures of the program.
- (3) Director's Weekly Letter, Mar. 10, re:
(a) Cotton Extension committee.
- (4) Director's Weekly Letter, Mar. 24, re:
(a) Extension cotton committee.

IV. 8-POINT DAIRY PROGRAM

Completed

- (1) Conferred with extension dairy specialists on progress of current program, and plans for 1946 program.
- (2) Arranged to secure separate of March issue of REA News of illustrated feature article on 8-point program, which were sent to State extension directors with Director Wilson's Weekly Letter of March 24.
- (3) Panel-type exhibit illustrating the 8 points of the dairy program, designed for stimulating active participation, sent in bulk to State extension services at their requests.

V. FARM LABOR

Completed

- (1) Prepared article for Agricultural News Service, entitled "Farm Labor Shortage More Serious Than Ever."
- (2) Director's Weekly Letter, Mar. 3, re:
(a) Interbureau committee on farm labor.
- (3) Carl Hancock and George Pace spent 3 days in New York City securing photograph for VFV recruitment poster, and visiting advertising agencies to stimulate publicity.
- (4) Enlisted for Service on the Farm Front, general recruitment poster.
- (5) Your Job as a Work Leader, instruction leaflet.
- (6) Call to Farms, WLA recruitment leaflet.
- (7) VFV Certificate of Service.
- (8) Victory Harvest, leaflet describing farm labor motion picture.
- (9) A Message to Employers, designed for use of U. S. Employment Service in New York City.
- (10) March Extension Service Review article on Utah county meeting farm labor shortage.
- (11) Weekly Letter to Extension Editors, Mar. 27, re:
(a) VFV pictures for photo catalogue.
(b) Premiere of Victory Harvest.
(c) Farm labor on the networks.

In preparation

- (1) Going Our Way? VFV recruitment leaflet. (In press)
- (2) Certificate of service for schools.
- (3) WLA poster, Harvest War Crops, for general distribution. (In press)
- (4) Going Our Way? VFV poster. (In press)
- (5) General recruitment poster, Fill It!
- (6) Farm labor kit of materials for use of supervisors.
- (7) The Women's Land Army Works for Victory, pamphlet of WLA achievements.
- (8) Farm labor movie, Victory Harvest. Plans made for premiere of film in Amarillo, Texas, April 12. Mr. Hancock will attend premiere for the purpose of handling press relations.

VI. FARM SAFETY

Completed

- (1) Representative of Division attended Department meeting on Farm Safety Week, and cleared information fact sheet describing its purpose.

VII. FARM SUPPLIES AND TRANSPORTATION

Completed

- (1) Conferred with Division of Subject Matter representative regarding the possibilities of making available to all States a slidefilm on tractor maintenance, originally prepared by the Tennessee Extension Service.

VIII. FAT SALVAGE

Completed

- (1) Prepared article on State extension activity in household fat collection program for Office of Supply, WFA.
- (2) Attended Office of Information conference, at which fat salvage campaign was visualized by Alex Williams of the Fat Salvage Industrial Committee. Arranged for copies of visual booklet to send extension editors.
- (3) Conferred with Office of Supply representatives concerning informational support to be given program.
- (4) Director's Weekly Letter, Mar. 3, re:
(a) Responsibilities in fat salvage program.
- (5) Weekly Letter to Extension Editors, Mar. 13, re:
(a) County seat weeklies to get fat salvage ads.
- (6) Weekly Letter to Extension Editors, Mar. 20, re:
(a) Fat salvage ad schedule.
(b) Kansas fat salvage information program.
(c) Oregon fat salvage circular.

IX. FIRE PREVENTION

Completed

- (1) Cleared department fact sheet on Spring Clean-Up Week.
- (2) Prepared introductory announcements for Clean-Up Week transcriptions.

X. FOOD PRODUCTION AND CONSERVATION

Completed

- (1) Cleared informational material prepared by AAA to stimulate peanut production.
- (2) Prepared special letter to Extension editors transmitting 7 AAA mat proofs on various food production phases.
- (3) Director's Weekly Letter, Mar. 10, re:
(a) Demands for food increasing.
- (4) Director's Weekly Letter, Mar. 17, re:
(a) Small fruits on family farms.
- (5) Director's Weekly Letter, Mar. 24, re:
(a) Food situation.
- (6) Director's Weekly Letter, Mar. 31, re:
(a) The nation's food supply.
- (7) Weekly Letter to Extension Editors, Mar. 20, re:
(a) Food Supply and Demand. (Radio address by WF Administrator Jones)
- (8) Weekly Letter to Extension Editors, Mar. 27, re:
(a) Food situation.
(b) Texas leaflet -- "Your 1945 Home Food Program."

XI. 4-H CLUB WORK

Completed

- (1) Prepared 4-H Club portion of CBS Country Journal Program, opening National 4-H Club Week, which included address by Director Wilson entitled "America the Bountiful."
- (2) Prepared list of regional and national radio programs carrying special 4-H Club messages, for information of State extension staffs in arranging listening groups.
- (3) Representative of Division attended 4-H Club breakfast, and cooperated with its sponsors, the National Committee on Boys and Girls Club Work, in extending an invitation to the State Department to send a representative. A representative was unable to attend, but a statement was submitted by Acting Secretary of State Joseph Grew, which was read at the breakfast.
- (4) Fact sheet for press and radio coverage of 4-H Club Week.
- (5) OWI support of 4-H Club Week.
- (6) 4-H display exhibited in the Patio of the Administration Building, during 4-H Club Week.

XI. 4-H CLUB WORK
(Cont'd)

Completed

- (7) Special selection of pictures for Pathfinder to use during 4-H Club Week.
- (8) Prepared Director's introductory statement for use in National 4-H Sunday circular.
- (9) Director's Weekly Letter, Mar. 3, re:
(a) National 4-H Club Week radio schedule.
- (10) Director's Weekly Letter, Mar. 10, re:
(a) 4-H Club breakfast.
(b) National girls' magazine features 4-H.
- (11) Director's Weekly Letter, Mar. 17, re:
(a) State 4-H Club camps and roundup.
- (12) Director's Weekly Letter, Mar. 24, re:
(a) Conventions committee policy on 4-H Club activities.
(b) National 4-H Club accomplishment.
- (13) March Review story on community 4-H leaders' council, Montana.
- (14) March Extension Service Review story on 4-H Club year in Aroostook County, Maine.
- (15) Review story for March issue on club work in Lewis County, W. Va.
- (16) Weekly Letter to Extension Editors, Mar. 6, re:
(a) National magazines feature 4-H.
(b) Noted: (New York Times article, Mar. 5).
- (17) Weekly Letter to Extension Editors, Mar. 13, re:
(a) 309 papers use mats of 4-H health winners.

In preparation

- (1) Story on 4-H and rural youth membership in Claiborne County, Tenn.
- (2) Tennessee Extension Service Review story on 4-H enrollment.
- (3) Plans for the dramatic presentation of 4-H Club work on Cavalcade of America program some time this spring.

XII. GOOD NEIGHBOR RELATIONS (Latin-American)

Completed

- (1) Representative of Division attended OFAR conference to discuss representation at international meeting in Venezuela. Extension material suggested that might be used to advantage at the conference.

XII. GOOD NEIGHBOR RELATIONS (Latin-American)
(Cont'd)

Completed

- (2) Supplied 39 slidefilms, together with lecture notes, on a loan basis to Latin-American students for study purposes.
- (3) Arranged conference with Mr. Ayer of San Domingo, and representative of SVE (Society of Visual Education) to determine visual material applicable to San Domingo.
- (4) In cooperation with Dr. Frutchev, 3 slidefilms were shown to group of Latin-American students.

XIII. HOME DEMONSTRATION WORK

Completed

- (1) Reviewed in a preliminary way manuscript on the scope of work of the home demonstration agent and gave suggestions to the author.
- (2) Oregon Review story on repairing electrical appliances.

In preparation

- (1) Slidefilm, The Home Demonstration Agent.
- (2) Cooperating with Creative Arts Studio in preparation of picture story on home demonstration agent to sell picture magazine.

XIV. HOME FOOD PRESERVATION

Completed

- (1) Dirt and Sun, statement prepared for Director Wilson for use by Community Food Conservation, Inc.
- (2) Item on community canning center in St. Louis County, Mo., prepared for Pathfinder magazine.
- (3) Cooperated with Office of Information in bringing to the attention of Extension staff members OPA panel discussions on sugar for home canning, scheduled throughout the country.

In preparation

- (1) Contributions to information kit on home food preservation program.
- (2) Story on community canning center in Crisp County, Ga., for use in kit.

XV. NEGRO EXTENSION WORK

XVI. NEIGHBORHOOD LEADERS

Completed

- (1) Prepared regular neighborhood leader letter, "Do Volunteer Leaders Just Talk."
- (2) March Review story on recreation leadership training in New Hampshire.

XVII. NUTRITION AND HEALTH

Completed

- (1) "The Future of Enrichment," prepared for Director Wilson for use in May issue of American Cookery.
- (2) Director's Weekly Letter, Mar. 17, re:
(a) An aid to organize county health program.
- (3) Director's Weekly Letter, Mar. 31, re:
(a) Nutrition planning committee.
(b) Hearings on school lunch bill.
- (4) Wisconsin March Review story on building interest in school lunch.
- (5) New York Review story for March on 4-H promotes public health.

In preparation

- (1) Review article on practical nursing by Hilda Torrop of Practical Nurses of New York, Inc.

XVIII. OLDER YOUTH

Completed

- (1) Division representative attended and acted as recording secretary of regular committee meeting on rural youth.
- (2) Compiled information on rural youth activities from State extension reports, at request of Mr. Brigham, for Successful Farming.
- (3) Director's Weekly Letter, Mar. 31, re:
(a) Rural youth.

XIX. POST-WAR PLANNING

Completed

- (1) Arranged for article by Noble Clark on a new approach to planning for March Review.
- (2) Division representative attended meeting of Inter-bureau Committee on Postwar Planning for Allegheny Region.

XIX. POST-WAR PLANNING
(Cont'd)

Completed

- (3) Director's Weekly Letter, Mar. 10, re:
(a) John D. Black's review of LGCA report.
- (4) Director's Weekly Letter, Mar. 17, re:
(a) Supplementary Extension Institute materials.
- (5) Director's Weekly Letter, Mar. 24, re:
(a) Reviews of land-grant college committee's report on post-war.

In preparation

- (1) Extension information program to support postwar planning.

XX. PUBLICATIONS (General)*

Completed

- (1) Prepared information case reports on 4 Tennessee publications, which were sent to Extension editors.
- (2) Attended conference with Office of Information representatives and M. P. Jones, regarding the publication of 2 entomological pamphlets prepared by Mr. Jones. The layout of the pamphlets were discussed at length and tentatively approved.
- (3) Cooperated with Office of Information in program for improving popular publications.
- (4) Prepared information case report on Vermont's printed annual report for the information of State extension staffs.
- (5) Reviewed and made suggestions on the circular prepared by the Division of Field Studies and Training, entitled "How Does Your Writing Read."
- (6) Division representatives attended Department Office of Information meeting on publications improvement program, at which Mr. Schlup spoke on the subject, "How Publications Assist in Wartime Information Program, and Possibilities for Greater Service after the War."
- (7) Weekly Letter to Extension Editors, Mar. 13, re:
(a) Case Report No. 2 -- Texas annual report.
(b) Publications workshop.
(c) Research achievement sheets.
- (8) Weekly Letter to Extension Editors, Mar. 27, re:
(a) Case report on Tennessee publications.
(b) Publications workshop

*This section does not include activities which support specific programs.

XX. PUBLICATIONS (General)*
(Cont'd)

Completed

- (9) Prepared 7 letters to State publication distribution officers, giving current status of publications, and advance report of publications intended for printing.
- (10) Arranged for distribution of the following publications to State publication distribution officers, and specialists concerned:
- (a) Industrial Feeding Management.
 - (b) Preparing Your Wool for Sale.
 - (c) Let's Talk About Timber Supplies.
 - (d) So You're Thinking of a Little Place in the Country.
 - (e) Don't Kill the Forest Goose (later cancelled).
 - (f) Regional Studies of Time of Transplanting and Hill Spacing of Sweetpotatoes.
 - (g) Use of Commercial Fertilizers in Cotton Production.
 - (h) Commercial Hatchery Chick Production.
 - (i) Identification and Control of European Corn Borer.
 - (j) Natural Replacement of Weed Hosts of the Beet Leaf Hopper as Effected by Rodents.
 - (k) Southern Cattleman.
 - (l) Statements relating to wartime food program - dairy.
 - (m) Composition and Nutritive Value of Pork as Related to Weights of Animal and Cuts.
 - (n) Flue-cured Tobacco Resistant to Bacterial Wilt.
 - (o) Progress report of the combined food board.
 - (p) Postwar Foreign Trade Program.
 - (q) Conserving Soil and Moisture in Orchards and Vineyards.
 - (r) Farmers Look at Postwar Prospects.
 - (s) A Guide to Conservation Practices for Ohio.
 - (t) Chilling Injury of Cured and Non-cured Puerto Rico Sweetpotatoes.
 - (u) Food for Two.
 - (v) Making Velva Fruit at Home.
 - (w) National Farm Safety Week.
 - (x) Some Soil Properties Related to the Sodium Salt Problem in Irrigated Soils.
 - (y) Veterans Information Program.
 - (z) What Peace Means to the American Farmer.
- (11) Requests for publications received during the month totaled 1,280. In response 222,838 copies of Department and other Government publications were supplied. In response to 629 orders, 77,609 copies of processed material were sent to State extension services. 627,735 sheets of material were duplicated during the month for Extension use.

*This section does not include activities which support specific programs.

XX. PUBLICATIONS (General)*
(Cont'd)

In preparation

- (1) Publications Workshop, Columbia University, May 21 to June 2, in co-operation with the Division of Field Studies and Training. Approval received from War Food Administration to hold workshop as scheduled. Letters prepared to State extension directors, outlining tentative agenda of workshop and its objectives. State extension editors queried on suggestions and sample materials for possible use at workshop.
- (2) Publication, Rural Handicrafts in the United States.
- (3) The Agricultural College Extension Editor, a composite view of his objectives, functions, relationships, and responsibilities.
- (4) Revision of ESC-323, List of Extension Service Publications.

XXI. RADIO (General)*

Completed

- (1) Participated in Office of Information conferences for the purpose of planning a stronger program of coordinated information for women radio broadcasters by expanding the Radio Round-Up on Food service sponsored by the Office of Marketing Services. Decision: (1) Centralize in the Office of Information responsibility for gathering and providing to the OMS copy on all WFA-USDA programs outside of the administrative jurisdiction of the OMS and Office of Supply; (2) Change title from Radio Round-Up on Food to Radio Round-Up, since more than food is to be carried; (3) Change source of service from OMS (Office of Distribution) to WFA-USDA; (4) Send copies of the Round-Up to all State extension directors.
- (2) Six 2-minute statements on labor saving and work simplification in the home prepared, in cooperation with Department Radio Service, for the National Association of Broadcasters. NAB will send these statements to the women broadcasters, and will be used as a means of encouraging women to write to the women directors their experiences and short cuts in the home; and also to create a larger listening audience.
- (3) Prepared letter to Extension editors: (a) advising them of actions taken in (1) and (2); and (b) asking them to take steps to insure closer relations between the women radio program directors and State and county home demonstration agents.
- (4) March Review story on radio service in Louisiana.

XXI. RADIO (General)*

(Cont'd)

Completed

- (5) Weekly Letter to Extension Editors, Mar. 6, re:
 - (a) USDA transcriptions.
 - (b) Radio Service representative in South.
- (6) Weekly Letter to Extension Editors, Mar. 13, re:
 - (a) Radio schools.
 - (b) USDA transcriptions.
 - (c) Radio handbook revision.
 - (d) FM
- (7) Weekly Letter to Extension Editors, Mar. 20, re:
 - (a) The Nation's Rations (radio program)
- (8) Weekly Letter to Extension Editors, Mar. 27, re:
 - (a) Two ways to localize transcriptions.
 - (b) USDA transcriptions.
 - (c) Betsy Pitt's radio briefcase.
 - (d) Michigan State campus on WJR.
 - (e) Every Saturday, "Your Home and Garden" (radio program.)

In preparation

- (1) Revision of radio handbook for extension workers.

XXII. RATIONING AND PRICE CONTROL

(See Item (3) under Home Food Preservation.)

XXIII. REHABILITATION OF WAR-TORN COUNTRIES

In preparation

- (1) Editing and preparing for printer proceedings of the conference.

XXIV. VETERANS

Completed

- (1) Cooperated with Dr. Vaughn in selecting material for Sinclair Oil Company, who is planning an educational film on veterans advisory activities.
- (2) Director's Weekly Letter, Mar. 17, re:
 - (a) Veterans' finance service information letter.
 - (b) Buying a Farm, extension publication.

*This section does not include activities which support specific programs.

XXIV. VETERANS

(Cont'd)

Completed

- (3) March Review story on Georgia veterans' advisory committee.
- (4) Weekly Letter to Extension Editors, Mar. 6, re:
(a) Farm advice to veterans.
- (5) Weekly Letter to Extension Editors, Mar. 20, re:
(a) One veteran who steered clear of a land mine.

In preparation

- (1) Information program for extension cooperative activities in support of veterans on the land.
- (2) Bibliography of State publications on veterans' advisory service. Tentative list compiled and sent to State extension editors for corrections.
- (3) Revision of fact sheet about State extension activities in support of veterans aid program.

XXV. VICTORY GARDENS

Completed

- (1) Cooperated with Office of Information in selection of pictures on gardening to illustrate article in Charm magazine.
- (2) Attended meeting in Mr. Hochbaum's office, where plans were discussed and perfected for special victory garden meeting in Auditorium on April 4.
- (3) Director's Weekly Letter, Mar. 24, re:
(a) Victory garden advisory committee.
- (4) Revised script for slidefilm "A Backyard Vegetable Garden," in cooperation with R. J. Haskell.
- (5) Weekly Letter to Extension Editors, Mar. 6, re:
(a) Victory garden slidefilm.

XXVI. VISUAL AIDS (General)*

Completed

- (1) Selected group of Extension photographs sent Horse and Mule Association at its request.

XXVI. VISUAL AIDS (General)*

Completed

- (2) Attended meeting of Photographic Sales Committee, at which prices on various photographic services were established.
- (3) George Pace spent 2 days at Cornell University reviewing its visual activities.
- (4) The report of the Photographic Unit for the month showed the following production: 26 copy negatives, 1,401 contact prints, and 521 enlargements.
- (5) Conferred with representatives of Office of Information, at which it was decided to list motion pictures in slidefilm catalogue, and slidefilms in motion picture catalogue.
- (6) Prepared 5 sheets of photographs, for photographic catalogue.
- (7) Weekly Letter to Extension Editors, Mar. 27, re:
 - (a) Cornell Extension films.
 - (b) Educational film report.

In preparation

- (1) Revision of slidefilm catalogue.
- (2) Perfection of plans for distributing USDA movies through the Extension Service for rural use.
- (3) Extension program for production of window displays.
- (4) Pictorial exhibit for extension staff, which will include graphic presentations.
- (5) Handbook on visual aids (illustrated).
- (6) Coordination of distribution of publications with showing of Department motion pictures.

XXVII. WORLD SECURITY ORGANIZATION

Completed

- (1) Letters to Better Farming Methods, Agricultural Leaders' Digest, Country Gentleman, and Successful Farming suggesting editorial and feature treatment.

*This section does not include activities in support of specific programs.

XXVII. WORLD SECURITY ORGANIZATION
(Cont'd)

Completed

- (2) Provided State Department, at their request, 30 copies of all memoranda, letters, and materials prepared by the Division to be circulated to other Executive Departments as examples of organization techniques.
- (3) Discussed with staff of Division of Field Coordination organizational plans for Dumbarton Oaks program and ways in which they might contribute, March 6.
- (4) Provided quantities of the various materials to staff of Division of Field Coordination for distribution to supervisors.
- (5) Suggested to State Department that they design a sticker to further Dumbarton Oaks discussion.
- (6) Cooperated in formulating program for Extension Institute, aimed at orienting Department officials on the broad objectives of this program. Letters sent to farm paper editors, and representatives of government departments and agencies apprising them of the Institute, describing its purpose, and inviting them to attend.
- (7) Director's Weekly Letter, Mar. 3, re:
(a) Main Street and Dumbarton Oaks (State Department radio program.)
- (8) Director's Weekly Letter, Mar. 10, re:
(a) Building the Peace (letter from Asst. Secretary of State MacLeis)
- (9) Director's Weekly Letter, Mar. 24, re:
(a) Printed materials on Dumbarton Oaks.
(b) Building the Peace radio broadcasts.
- (10) Director's Weekly Letter, Mar. 31, re:
(a) Building the Peace -- leaflets enclosed.
- (11) Weekly Letter to Extension Editors, Mar. 6, re:
(a) Dumbarton Oaks.
- (12) Conferred with representatives of the Treasury Department, and Extension Economic Section to determine Extension cooperation in encouraging rural discussion of the Bretton Woods proposals.

In preparation

- (1) Reviews of four Foreign Affairs Outlines on Dumbarton Oaks for Extension Service Review.

XXVII. WORLD SECURITY ORGANIZATION
(Cont'd)

In preparation

- (2) Follow up stories on individual State and county participation for Extension Service Review.
- (3) Distribution of key materials to States and by them to the counties.
- (4) Arrangements for use of 16 mm. version of motion picture being produced for State Department by Hollywood primarily for commercial distribution.
- (5) Arrangements for radio transcription of Secretary Wickard and Mr. MacLeish for distribution to radio stations through Extension editors.
- (6) Discussion Guide entitled "Let's Talk About World Peace Organization and What It Means to Farm People," being prepared by BAE in cooperation with the Extension Service. (Morris Storer). Manuscript completed and Department clearance received.
- (7) Round-up story on Extension's contribution to this program for July Extension Service Review.

XXVIII. MISCELLANEOUS

Completed

- (1) Attended meeting of the Treasury Department, at which information plans were discussed to encourage farmers to continue purchase of war bonds.
- (2) Attended conference of Director Wilson and Samuel I. Veitch of Ware Brothers, who are considering issuing a periodical for Extension workers. It was agreed to extend Ware Brothers the same cooperation extended other commercial magazines.
- (3) Conferred with group of Southern Extension directors on common extension information problems, and pointed out Department policy on cooperation with media people.
- (4) Director's Weekly Letter, Mar. 3, re:
 - (a) New draft policies.
 - (b) New vocational educational bill.
 - (c) Farmer committee bill of 1945.
 - (d) Transportation and storage troubles ahead.
- (5) Director's Weekly Letter, Mar. 10, re:
 - (a) Charley Smith's son missing.
 - (b) Ban on meetings.
 - (c) Former committeemen visit Extension.
 - (d) Draft procedures.
 - (e) Senate agricultural appropriations subcommittee.

XXVIII. MISCELLANEOUS
(Cont'd)

Completed

- (6) Director's Weekly Letter, Mar. 17, re:
 - (a) Directors Bem and Hepler resign.
 - (b) Appropriations bill for 1946.
 - (c) BAE marketing research in Southern States.
 - (d) Science and the farmer.
 - (e) Farmers' Day program -- North Carolina.
 - (f) AMG picks county agents.
 - (g) Local questionnaire forms lacking identification.
 - (h) Men and women who want to be of service to others.
 - (i) Summer course on family economics.
- (7) Director's Weekly Letter, Mar. 24, re:
 - (a) Director Creel's son missing over Tokyo.
 - (b) Agricultural appropriations bill.
 - (c) A challenge to Extension teaching.
 - (d) Mission board appreciative of agricultural missions workshop.
- (8) Director's Weekly Letter, Mar. 31, re:
 - (a) "While in the service of his country"...Marshall Creel.
 - (b) Agricultural appropriation bill.
 - (c) Quarterly extension staff meeting.
 - (d) Director Trotter (visits Washington).
 - (e) Extension workshop in Chicago on evaluation of extension education.
 - (f) Successful Farming has special county agent issue.
- (9) During the month, 243 jobs consisting of 963 pages were edited by the Editorial Unit.
- (10) Prepared weekly calendar of events on which information support or participation is needed.
- (11) March Review story on three flourishing cooperatives in one Hawaii district.
- (12) Weekly Letter to Extension Editors, Mar. 6, re:
 - (a) Charles throws WNS in high.
 - (b) Interest in popular Extension statement expanding.
 - (c) What is the answer? (How to keep mailing lists up to date).
- (13) Weekly Letter to Extension Editors, Mar. 13, re:
 - (a) Desk-bound informationist deluxe?
 - (b) Other slants on a good job takes time.
 - (c) A public relations instrument.
 - (d) T. Swann Harding (field trip).
 - (e) An Extension editor writes about fishponds.
 - (f) Musings of a silo scribe.
- (14) Weekly Letter to Extension Editors, Mar. 20, re:
 - (a) Magazine report.

XXVIII. MISCELLANEOUS
(Cont'd)

In preparation

- (1) Division conference clinic to analyze program, ascertain problems to be met, determine how they might be solved, and see what adjustments are necessary to make program more effective in 1945.
- (2) Mailing list of selected individuals, organizations, and groups for the dissemination of extension information.
- (3) Biographical sketch of Director Wilson for book, Extension Around the World.